

Amendment to Civil Service Rules 5-7: Expense Reimbursement

Approved May 17, 2005

New text is underlined

5-7 Expense Reimbursement

5-7.1 Travel Expense Reimbursement

(a) **Eligibility.** An employee who incurs expenses for official travel is eligible for reimbursement in accordance with the standardized travel regulations issued by the department of management and budget and the state personnel director.

(b) **Rates.** An employee is reimbursed at the rates approved by the civil service commission.

(1) **Recommendation.** The director of the department of management and budget and the state personnel director shall jointly recommend to the commission the travel reimbursement rates. The joint recommendation must be submitted no later than April 30 of each year, for the fiscal year beginning October 1 of the same year.

(2) **Comments.** Before submitting the recommendation, the director of the department of management and budget shall solicit comments from employees and limited recognition organizations regarding travel reimbursement rates, methods, indices, and the rate-setting process.

(3) **Action by the commission.** The civil service commission shall review the recommendation and shall approve, reject, or modify the recommendation.

(4) **Exceptions.** For reasons of business necessity, the director of the department of management and budget and the state personnel director are authorized to approve individual exceptions that vary from the approved travel reimbursement rates or the standardized travel regulations.

(c) **Private motor vehicle reimbursement rates.** The standardized travel regulations may establish state premium and state standard reimbursement rates for approved private motor vehicle use. The state premium reimbursement rate shall be the standard mileage rate established by the Internal Revenue Service, unless otherwise ordered by the civil service commission. The state standard reimbursement rate shall be the rate approved by the commission.

5-7.2 Moving Expense Reimbursement [No change]

5-7.3 Miscellaneous Reimbursements [No change]